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CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

3 May 1960

MEMORANDUM FOR: Administrative Officer, Office of National Estimates

SUBJECT : CRAG 6-60, and Attachments

REFERENCE : Your memo dated 20 April 1960, same subject

1. Your questions relative to CRAG 6-60 have been carefully considered and I have answered them below in the same order as presented.
2. The Director of Security in his memorandum of 17 March 1960, stated in effect that the OCR dissemination records for SECRET and CONFIDENTIAL material it receives and disseminates to the various points within the Agency constitutes compliance with the "accountability records" requirement of Executive Order 10-501 and that therefore it was no longer mandatory for recipients of such material to maintain records to meet those requirements.
 - a. The study as first made by CRAG was directed to Information Reports. The recommendation and approval by the Director of Security included all SECRET and CONFIDENTIAL material (including non-CIA cables) disseminated by OCR as a central service for the Agency. Exceptions are those documents which require specific accountability over and above the minimum requirement of E.O. 10-501. Examples of such material are registered documents, those controlled by special security systems, and S/S or "Dulles" cables.
 - b. When an outside agency recalls one of its reports, the Document Division, OCR will check its dissemination record and then advise each recipient of the number of copies disseminated to it and request they be returned or OCR advised of their distribution. If necessary a copy of the report being recalled will be furnished the recipient as an aid in determining to whom it was disseminated within the office or division, etc. The recipient will then locate the copy or copies and return them to DD/OCR. If the copies have been destroyed by the individuals who received them, this fact will be reported to DD/OCR. This is the present practice in many offices and is not affected by the Office of Security memorandum, since many offices do not log their material. Even when such material is logged in at the office level and not logged in at the division level, the written trail ends.

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- c. As stated above, the Office of Security memorandum is concerned with all OCR disseminated material. The copies of documents (below TS) originating in foreign intelligence services which are disseminated by OCR to your Office are included unless they require specific accountability for reasons other than to meet the requirements of E.O. 10-501.
- d. The record of receipt for CIA under the Office of Security memorandum is made and held in OCR, therefore your statement "If no record is required of receipt, it follows that there is no point in recording destruction" is not correct. However, the recording of destruction of the individual copies of information reports and other material disseminated by OCR has not been done by several offices in the Agency for many years. Such offices have considered the dissemination of this material to their divisions, branches, sections, and individuals on a "retain or destroy" basis. The Office of Security memorandum of 17 March 1960 does not specifically cover this point but the office "Records Control Schedules" could include statements to cover these items.
- e. The Security memorandum excepts only OCR disseminated material from the logging requirement. Any other exceptions would have to be approved by the Office of Security.
- f. I would hope if any questions of security should arise relating to intelligence documents, foreign or domestic, that were disseminated to ONE or any other office, an investigation would give each individual involved a clean bill of health. The logging "exception" covered by the Security Office memorandum is merely approving the OCR "record" as meeting the requirements of E.O. 10-501; it in no way intends that sound security practices be discontinued.

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Assistant Director
Central Reference

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